

Name _____ Title _____

Signature _____

Offeror _____ has _____ has not participated in a previous contract or subcontract subject to the Mayor's Order 85-85. Offeror _____ has _____ has not filed all required compliance reports, and representations indicating submission of required reports signed by proposed sub offerors. (The above representations need not be submitted in connection with contracts or subcontracts, which are exempt from the Mayor's Order.)

K.7 WALSH-HEALY ACT

If this contract is for the manufacture or furnishing of materials, supplies, articles or equipment in an amount that exceeds or may exceed \$10,000, and is subject to the Walsh-Healey Public Contracts Act, as amended (41 U.S.C. 35-45), the following terms and conditions apply:

- (a) All representations and stipulations required by the Act and regulations issued by the Secretary of Labor (41 CFR Chapter 50) are incorporated by reference. These representations and stipulations are subject to all applicable rulings and interpretations of the Secretary of Labor that are now, or may hereafter, be in effect.
- (b) All employees whose work relates to this contract shall be paid not less than the minimum wage prescribed by regulations issued by the Secretary of Labor (41 CFR 50-202.2). Learners, student learners, apprentices, and handicapped workers may be employed at less than the prescribed minimum wage (see 41 CFR 50-202.3) to the same extent that such employment is permitted under Section 14 of the Fair Labor Standards Act (41 U.S.C. 40).

If your offer is \$10,000, or more, the following information **MUST** be furnished:

- (c) Regular Dealer

_____ The Offeror is a Regular Dealer.

_____ The Offeror is not a Regular Dealer.

- (d) Manufacturer

_____ The Offeror is a Manufacturer.

_____ The Offeror is not a Manufacturer.

K.8 BUY AMERICAN CERTIFICATION

The Offeror hereby certifies that each end product, except the end products listed below, is a domestic end product (as defined in Clause 29 of the Standard Contract Provisions,

“Buy American Act”), and that components of unknown origin are considered to have been mined, produced, or manufactured outside the United States.

EXCLUDED END PRODUCTS

COUNTRY OF ORIGIN

K.9 OFFICERS NOT TO BENEFIT CERTIFICATION

Each Offeror shall check one of the following:

- _____ No person listed in Clause 17 of the Standard Contract Provisions will benefit from this contract.
- _____ The following person(s) listed in Clause 17 may benefit from this contract. For each person listed, attach the affidavit required by Clause 17 of the Standard Contract Provisions.
- _____
- _____

K.10 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

- (a) Each signature of the Offeror is considered to be a certification by the signatory in accordance with D.C. Official Code § 2-3-3.16 that:
- 1) The prices in this Contract have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any Offeror or competitor relating to:
 - (i) those prices
 - (ii) the intention to submit a Contract, or
 - (iii) the methods or factors used to calculate the prices in the Contract;
 - 2) The prices in this Contract have not been and will not be knowingly disclosed by the Offeror, directly or indirectly, to any other Offeror or competitor before Contract opening unless otherwise required by law; and
 - 3) No attempt has been made or will be made by the Offeror to induce any other concern to submit or not to submit a Contract for the purpose of restricting competition.
- (b) Each signature on the offer is considered to be a certification by the signatory that the signatory;
- 1) Is the person in the Offeror’s organization responsible for determining the prices being offered in this Contract, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

- 2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above:

(insert full name of person(s) in the organization responsible for determining the prices offered in this Contract and the title of his or her position in the Offeror's organization);

- (ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(I) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and
- (iii) As an agent, has not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- (b) If the Offeror deletes or modifies subparagraph (a)(2) above, the Offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

******END OF SECTION K******

PART IV – REPRESENTATIONS AND INSTRUCTIONS**SECTION L****INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS****TABLE OF CONTENTS**

L.1	CONTRACT AWARD	115-116
L.2	PROPOSAL FORM, ORGANIZATION AND CONTENT	116-123
L.3	PROPOSAL SUBMISSION AND TIME, AND LATE SUBMISSION, LATE MODIFICATION AND LATE WITHDRAWAL	123-124
L.4	HAND DELIVERY OR MAILING OF PROPOSAL	124
L.5	EXPLANATION TO PROSPECTIVE OFFERORS	124
L.6	FAILURE TO SUBMIT OFFERS	125
L.7	PROPOSAL PROTEST	125
L.8	SIGNING OFFERS	125
L.9	UNNECESSARILY ELABORATE PROPOSALS	125
L.10	RETENTION OF PROPOSAL	125
L.11	PROPOSAL COST	125
L.12	ACKNOWLEDGEMENT OF AMENDMENTS	126
L.13	ACCEPTANCE PERIOD	126
L.15	PRE-BIDDERS CONTRACTOR CONFERENCE	126
L.16	BEST AND FINAL OFFERS	126-127
L.17	LEGAL STATUS	127
L.18	STANDARDS OF RESPONSIBILITY	128
L.19	FAMILIARAZATION WITH CONDITIONS	128
L.20	OFFERS SUBMISSION OF CERTIFICATION	128-129

SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS**L.1 CONTRACT AWARD****L.1.1 Most Advantageous to the District**

The District anticipates awarding multiple contract(s) resulting from this solicitation to the responsible Offeror(s) whose offer(s) conforming to the solicitation will be most advantageous to the District, price, technical and other factors, specified elsewhere in this solicitation considered. The number of contracts awarded will be based on the receipt of proposals evaluated and determined to be the most advantageous to the District utilizing the evaluation criteria set for in Section M. Offerors may propose one or all of the Contract Line Items specified in Section B of the Solicitation. Each sub-CLIN relevant to the line items proposed by the Offeror must also be proposed. The District anticipates awarding multiple contracts up to the maximum quantity specified in this Solicitation to the responsible Offeror(s) whose offer(s) conforming to the solicitation will be most advantageous to the District, price, technical and other factors, specified elsewhere in this solicitation considered.

L.1.1.1 The District may award contracts up to the maximum quantity specified by each Contract Line Item set forth in Section B of the Solicitation. The contracts will be awarded to the Offerors whose proposals are deemed to score the highest combined score for price, technical, past performance and other factors, specified in the Solicitation. The District will select Offerors based on best value evaluation of the proposals until the District's maximum quantity for each Contract Line Item has been met by proposals meeting the District's requirements. Offeror's shall propose no less than the minimum quantity/slots or no more than the maximum quantity/slots specified for any Contract Line Item as set forth in Section B Price Schedule and Paragraph L.1.2.2 below. The Offeror's proposals will be evaluated separately and independently by technical and price evaluation teams who will score the proposals in accordance with the evaluation criteria set forth in the Solicitation. Based on the evaluation, proposals will be ranked considering the highest combined score of technical, price, past performance and other factors specified in the Solicitation. The Offeror with the highest ranking score will be presumed to be awarded a contract based on the maximum quantity/slots proposed by that Offeror for those types of family-based care services proposed by the Offeror, then the second highest ranking Offeror will be awarded a contract based on the quantity/slots proposed for those types of congregate care services proposed by that Offeror, and continuing on until all of the District's maximum requirements for family based care services have been awarded.

The Offeror may propose all CLINs set forth in Section B. The Offeror shall propose Sub-CLINS 0001AAA, 0002AAA, 0001ABA or 0002ABA, Continuing Child Case Management Services for both Traditional Family Based and Specialized Family Based Foster Care Services and Sub-CLINs 0001AAB, 0002ABB Continuing Family Case Management Services for both Traditional Family Based and Specialized Family Based Foster Care Services. No Offeror shall propose CLIN 0001AC or 0002AC Adoption Services without having

proposed CLINs 0001AA, 0002AA, 0001AB or 0002AB Traditional Family Based and Specialized Family Based Foster Care Services.

Should an Offeror be selected and the number of slots available for award is less than the amount that the Offeror proposed due to the selection of proposals that were higher ranking, then the Offeror will be asked to confirm that the proposed unit price is still valid based on the lower number of slots available for award.

L.1.2.2 The Offerors shall be required to propose no less than the minimum quantity/slots and no more than the maximum quantity/slots for Family Based Care Services as specified in Section B the Price Schedule.

L.1.2.3 The Offerors ***shall not*** propose Adoption Services, (CLINS 0001AC or 0002AC as stand-alone services. Offerors shall propose Continuing Child Case Management for Traditional Family Based Foster Care (Sub-CLINS 0001AAA and 0002ABA), and/or Continuing Child Case Management for Specialized Family Based Foster Care (Sub-CLINS 0001ABA and 0002ABA), Continuing Family Case Management for Traditional Foster Care (Sub-CLINS 0001AAB and 0002AAB) and/or Continuing Family Case Management for Specialized Foster Care (Sub-CLINS 0001ABB and 0002ABB), depending upon which of the major line items, Traditional Family-Based Foster Care or Specialized Family-Based Foster Care, it proposes.

L.1.2 Initial Offers

The District may award contracts on the basis of initial offers received, without discussion. Therefore, each initial offer should contain the Offeror's best terms from a standpoint of price, technical and other factors.

L.2 PROPOSAL FORM, ORGANIZATION AND CONTENT

One original and ten (10) copies of the written proposals shall be submitted in two parts, titled "Management / Technical Proposal" and "Price Proposal". Proposals shall be typewritten in 12 point font size on 8.5" by 11" bond paper. Telephonic and telegraphic proposals will not be accepted. Each proposal shall be submitted in a sealed envelope conspicuously marked: "Proposal in Response to Solicitation No. **CFSA-04-R-0001, Services element(s) being responded to, Title and name of offeror**".

Offerors are directed to the specific proposal evaluation criteria found in Section M of this solicitation, **EVALUATION FACTORS FOR AWARD**. The Offeror shall respond to each factor in a way that will allow the District to evaluate the Offeror's response. The offeror shall submit information in a clear, concise, factual and logical manner providing a comprehensive description of program services and service delivery. The information requested below for the technical proposal shall facilitate evaluation and best value source selection for all proposals. The technical proposal must contain sufficient detail to provide a clear and concise representation of the requirements in the statement of work.

L.2.1 The Offeror's proposal shall consist of three sections. All three sections must be submitted to be responsive to this RFP:

L.2.1.1 Cover Letter containing the following information:

1. Name of person(s) authorized to represent the Offeror in any negotiations and to sign any Contract resulting from the RFP.
2. Location of business office and service facilities.
3. Name and address of corporate officers or partners and/or a current organizational chart.
4. Identify the remittance address for all contract payments if a contract is awarded.

L.2.1.2 Executive Summary: The Offeror shall submit an executive summary that briefly reviews the strengths of the Offeror and key features of its proposed approach to meet the requirements of the RFP(s).

L.2.1.3 Reserved

L.2.1.4 Reserved

L.2.1.5 Reserved

L.2.1.6 Technical Proposal: The Offeror shall submit separate Technical Proposal for Traditional and Specialized Family Based Foster Care as set forth in CLINS 0001AA, 0002AA and 0001AB and 0002AB. The Offeror must also propose the appropriate Sub-CLINs 0001AAA, 0001AAB, 0001ABA, 0001ABB, 0002AAA, 0002AAB, 0002ABA, or 0002ABB, and include discussion of the requirements for those sub-CLINs in its technical proposal. ***Additionally, the Offeror shall not propose Adoption Services CLINs 0001AC or 0002AC, unless it proposes Traditional Family Based Foster Care Services (CLINs 0001AA and 0002AB) or Specialized Family Based Foster Care Services (CLINs 0001ABA and 0002ABA).*** The Technical Proposal for each service must include and address the requirements set forth below for each target population proposed. Letters and numbers in parentheses simply reference the location of the topic in Section C, Statement of Work.

L.2.1.6.1 For Traditional Family Based Foster Care, the Offer shall address the following (Section C.9.1)

L.2.1.6.1.1 The Offeror's Background and Understanding of Traditional Family-Based Foster Care and Adoption (C.1)

L.2.1.6.1.1.1 The Offeror's understanding of general issues in child welfare

L.2.1.6.1.1.2 The Offeror's background and understanding of specific issues affecting child welfare services in the Washington, DC Metropolitan area (C.3.12 and C.3.13)

L.2.1.6.1.1.3 The Offeror's understanding of compliance with local and federal statutes

L.2.1.6.1.1.4 The Offeror's understanding of compliance with and the Court Modified Final Order (MFO) for the CFSA and the Implementation Plan (C.3.1.3)

L.2.1.6.1.2 The Offeror's Service Delivery

L.2.1.6.1.2.1 The Offeror's Principles of Care (C.3.2)

L.2.1.6.1.2.1.1 The Offeror's Service Integration and Linkages (C.3.2.2)

L.2.1.6.1.2.1.2 The Offerors's Family Centered Practice (C.3.2.3)

L.2.1.6.1.2.1.3 The Offeror's Cultural and Linguistic Competency (C.3.2.4)

L.2.1.6.1.2.1.4 The Offeror's Community Based Services (C.3.2.5)

L.2.1.6.1.3 The Offeror's Target Populations (C.2)

L.2.1.6.1.3.1 Children with Mild to Moderate Physical and Mental Health Disorders

L.2.1.6.1.3.2 Pregnant and Parenting Teens (if Proposed) (C.9.3)

L.2.1.6.1.3.3 Older Youth

L.2.1.6.1.4 The Offeror's Geographical Areas of Service (C.3.3)

L.2.1.6.1.4.1 Area Descriptions

L.2.1.6.1.4.2 Linkages to Community Based Service Networks (C.3.2.2) and/or Health Families and Thriving Community Collaboratives

L.2.1.6.1.5 The Offeror's Resource (Foster and Adoptive) Families

L.2.1.6.1.5.1 The capacity and location of Offeror's Foster Homes

L.2.1.6.1.5.2 Qualifications of Foster Homes (C.3.4)

L.2.1.6.1.5.3 Recruitment, Training and Licensure (C.3.5)

L.2.1.6.1.5.4 Retention of Licensed Foster Families

L.2.1.6.1.5.5 Emergency Foster Homes (C.3.8)

L.2.1.6.1.2.6 Respite Services and Capacity (C.3.7)

L.2.1.6.1.2.7 Adoptive Families (if proposed)

L.2.1.6.1.6 The Offeror's Case Management Services (C.6.1)

L.2.1.6.1.6.1 Admission and Placement (C.6.6)

L.2.1.6.1.6.2 Case Transfers (C.6.7)

L.2.1.6.1.6.3 Child Case Management and Continuing Child Case Management Responsibility (C.6.2 and C.6.3)

L.2.1.6.1.6.4 Family Case Management and Continuing Family Case Management Responsibility (C.6.4 and C.6.5)

L.2.1.6.1.6.5 Achieving Permanency

L.2.1.6.1.6.5.1 Case Planning

L.2.1.6.1.6.5.2 Visitation (C.6.6.2.5 and C.8.6)

L.2.1.6.1.6.5.3 Maintaining Community Connections

L.2.1.6.1.6.6 Discharge Planning and Aftercare Services (C.6.8)

L.2.1.6.1.6.7 Meeting Children's Basic Needs (C.8)

L.2.1.6.1.6.7.1 Food, Shelter and Clothing (C.8.2)

L.2.1.6.1.6.7.2 Health and Medical Care (C.8.3)

L.2.1.6.1.6.7.3 Mental and Behavioral Health (C.8.4)

L.2.1.6.1.6.7.4 Educational Services and Advocacy (C.8.5)

L.2.1.6.1.6.7.5 Preparing Older Youth for Adulthood

L.2.1.6.1.6.7.6 Other Supportive Services

L.2.1.6.1.6.8 Adoption Services (C.10)

L.2.1.6.2 Data Collection, Reporting and Performance Measurement (C.5)

L.2.1.6.2.1 Meeting Implementation Plan Outcomes

L.2.1.6.2.2 FACES Integration (C.5.1)

L.2.1.6.2.2.1 Technology Resources (C.5.2)

L.2.1.6.2.2.2 User Support and Training (C.5.3)

L.2.1.6.2.2.3 Data Collection and Reporting (C.5.4)

L.2.1.6.2.3 Performance Evaluation and Outcome Measurement (C.5.4.2)

- L.2.1.6.3 Management, Staffing and Administration (C.4)**
 - L.2.1.6.3.1 Organizational Management and Administration (C.4.1)**
 - L.2.1.6.3.1.1 Executive Oversight**
 - L.2.1.6.3.1.2 Administrative Support**
 - L.2.1.6.4 Program Structure and Staffing**
 - L.2.1.6.4.1 Staffing Pattern (including position descriptions) (C.4.2)**
 - L.2.1.6.4.1.1 Case Management Staff (C.6)**
 - L.2.1.6.4.1.2 Staff: Client Ratios**
 - L.2.1.6.4.1.3 Supportive Services Staff and Consultants**
 - L.2.1.6.4.2 Organizational Chart**
 - L.2.1.6.4.2.1 Proposed Staff**
 - L.2.1.6.4.2.2 Staff Training (C.4.3)**
 - L.2.1.6.4.2.3 Staff Retention**
 - L.2.1.6.4.3 Location, Facilities and Equipment**
 - L.2.1.6.4.4 Experience and Capability of the Offeror**
 - L.2.1.6.4.4.1 Child Placement Agency Licensure**
 - L.2.1.6.4.4.2 Specific Experience Providing the Proposed Services**
 - L.2.1.6.4.4.3 Specific Experience with the Proposed Target Populations**

L.2.1.6.2 For Specialized Family Based Foster Care the Offeror shall address the following (**Section C.9.2**):

- L.2.1.6.2.1 Offeror's Background and Understanding of Specialized Foster Care and Adoption (C.1)**
- L.2.1.6.2.2 The Offerors understanding of general issues in child Welfare**
- L.2.1.6.2.3 The Offeror's understanding of Specialized Foster Care**
- L.2.1.6.2.4 The Offeror's background and understanding of child welfare services in the Washington, DC Metropolitan area(C.3.1.2 andC.3.1.3)**
 - L.2.1.6.2.4.1 The Offeror's understanding of compliance with local and federal statues**
 - L.2.1.6.2.4.2 The Offeror's understanding of compliance with the Court Modified Final Order (MFO) and the Implementation Plan (C.3.1.3)**
- L.2.1.6.2.2 The Offeror's Service Delivery (C.3.2)**
 - L.2.1.6.2.2.1 The Offeror's Principles of Care (C.3.2)**
 - L.2.6.2.2.1.1 Service integration and links (C.3.2.2)**
 - L.2.6.2.2.1.2 Family Centered Practice (C.3.2.3)**
 - L.2.6.2.2.1.3 Cultural and Linguistic Competence (C.3.2.4)**
 - L.2.6.2.2.1.4 Community Based Services (C.3.2.5)**
- L.2.1.6.2.3 Target Populations Served (C.2)**
 - L.2.1.6.2.3.1 Children with Complex Medical Needs (if Proposed) (C.2.2)**
 - L.2.1.6.2.3.2 Children with complex Mental and Behavioral Health Needs (if Proposed)**
 - L.2.1.6.2.3.3 Pregnant and Parenting Teens (if Proposed) (C.9.3)**
 - L.2.1.6.2.3.4 Older Youth**

L.2.1.6.2.4 Geographical Areas of Service (C.3)

L.2.1.6.2.4.1 Area Descriptions

**L.2.1.6.2.4.2 Linkages to Community Based Service networks
and/or Health Families and Thriving Communities
Collaboratives**

**L.2.1.6.2.4.3 Linkages to the DC Department of Mental Health Core
Services**

L.2.1.6.2.5 Resource (Foster and/or Adoptive) Families

L.2.1.6.2.5.1 Capacity and Location of Offeror's Foster Homes (C.3)

L.2.1.6.2.5.2 Qualification of Specialized Foster Homes (C.3.4)

**L.2.1.6.2.5.3 Recruitment, Training and Licensure of Specialized
Foster Families (C.3.5)**

L.2.1.6.2.5.4 Retention of Licensed Specialized Foster Families

L.2.1.6.2.5.5 Emergency Foster Homes (C.3.8)

L.2.1.6.2.5.6 Respite Service and Capacity (C.3.7)

**L.2.1.6.2.5.7 Adoptive Families for Children with Special Needs (if
Proposed)**

L.2.1.6.2.6 Specialized Case Management Services (C.6.1)

L.2.1.6.2.6.1 Admission and Placement (C.6.6)

L.2.1.6.2.6.2 Case Transfers (C.6.7)

**L.2.1.6.2.6.3 Child Case Management and Continuing Child
Management Responsibility (C.6.2 and C.6.3)**

**L.2.1.6.2.6.4 Family Case Management Responsibility and Continuing
Family Case Management Responsibility (C.6.4 and C.6.5)**

L.2.1.6.2.6.5 Achieving Permanency

L.2.1.6.2.6.5.1 Case Planning

L.2.1.6.2.6.5.2 Visitation (C.6.6.2.5 and C.8.6)

L.2.1.6.1.6.5.3 Maintaining Community Connections

L.2.1.6.1.6.5 Discharge Planning and Aftercare Services (C.6.8)

L.2.1.6.1.6.6 Meeting Children's Basic Needs (C.8)

L.2.1.6.1.6.6.1 Food, Shelter and Clothing (C.8.2)

L.2.1.6.1.6.6.2 Health and Medical Care (C.8.3)

L.2.1.6.1.6.6.3 Mental and Behavioral Health (C.8.4)

L.2.1.6.1.6.6.4 Educational Services and Advocacy (C.8.5)

L.2.1.6.1.6.6.5 Preparing Older Youth for Adulthood

L.2.1.6.1.6.6.6 Other Supportive Services (C.8.7)

L.2.1.6.1.6.7 Therapeutic Services

L.2.1.6.6.7.1 Theoretical Framework

L.2.1.6.6.7.2 Expected Results

L.2.1.6.6.7.3 Assessment and Treatment Planning

L.2.1.6.6.7.4 Clinical Interventions

L.2.1.6.6.7.5 Reducing the Intensity of Services

**L.2.1.6.1.6.8 Adoption Services for Children with Special Needs (if
Proposed) (C.10)**

L.2.1.6.1.6.9 Data Collection, Reporting, and Performance Measurement

L.2.1.6.1.6.9.1 Meeting Implementation Plan Outcomes

L.2.1.6.1.6.9.2 FACES Integration (C.5.1)

L.2.1.6.1.6.9.2.1 Technology Resources (C.5.2)

L.2.1.6.1.6.9.2.2 User Support and Training (C.5.3)

L.2.1.6.1.6.9.2.3 Data Collection and Reporting (C.5.4)

L.2.1.6.1.6.9.3 Performance Evaluation and Outcome Measurement

L.2.1.6.1.6.10 Management, Staffing and Administration (C.4)

L.2.1.6.1.6.10.1 Organizational Management and Administration (C.4.1)

L.2.1.6.1.6.10.1.1 Executive Oversight

L.2.1.6.1.6.10.1.2 Administrative Support

L.2.1.6.1.6.10.1.3 Fiscal Systems Support

L.2.1.6.1.6.11 Program Structure and Staffing

L.2.1.6.1.6.11.1 Staffing Pattern (including position descriptions) (C.4.2)

L.2.1.6.1.6.11.2 Case Management Staff

L.2.1.6.1.6.11.2 Staff: Client Ratios

L.2.1.6.1.6.11.3 Clinical Staffing and Consultants

L.2.1.6.1.6.11.4 Supportive Services Staff and Consultants

L.2.1.6.1.6.12 Organizational Chart

L.2.1.6.1.6.13 Proposed Staff

L.2.1.6.1.6.14 Staff Training (C.4.3)

L.2.1.6.1.6.15 Staff Retention

L.2.1.6.1.6.16 Location, Facilities and Equipment

L.2.1.6.1.6.17 Experience and Capabilities of the Offeror

L.2.1.6.1.6.17.1 Child Placement Agency Licensure

L.2.1.6.1.6.17.2 Specific Experience Providing the Proposed Services

L.2.1.6.1.6.17.3 Specific Experience with the Proposed Target Populations

L.2.1.7 Past Performance/Experience - The Offeror must provide a reference list for all government agencies for which it has previously provided family-based care services and continuing child and family case management services. The reference information shall include the name, title, phone number, fax number, and e-mail address of a Program Manager of the government agency knowledgeable about the services the Offeror has provided. In addition, the Offeror shall provide the period of performance, the number of children served and a description of the services provided. CFSA shall have the right to contact the names references and any other reference that it may find regarding the Offeror.

L.2.1.8 Price Proposal:

L.2.1.8.1 The Offeror's price proposal shall propose daily rates per child for CLINs 0001AA, 0002AA (Traditional Family Based Foster Care) and/or 0001AB, 0002AB (Specialized Family Based Foster Care Services) the following periods:

Base Period: April 1, 2004 through March 31, 2005

Option Period: April 1, 2005 through March 31, 2006

L.2.1.8.1.1 The Offeror's price proposal shall also provide a price per day for Sub-CLINs 0001AAA, 0002AAA (Continuing Child Case Management Responsibility for Traditional Family Based Foster Care), should the Offeror propose CLINs 0001AA and 0002AA (Traditional Family Based Foster Care) for the following periods:

Base Period: April 1, 2004 through March 31, 2005
Option Period: April 1, 2005 through March 31, 2006

L.2.1.8.1.2 The Offeror's price proposal shall also provide a price per day for Sub-CLINs 0001AAB, 0002AAB (Continuing Family Case Management Responsibility for Traditional Family Based Foster Care, should the Offeror propose CLINs 0001AA and 0002AA (Traditional Family Based Foster Care) for the following periods:

Base Period: April 1, 2004 through March 31, 2005
Option Period: April 1, 2005 through March 31, 2006

L.2.1.8.1.3 The Offeror's price proposal shall also provide a price per day for Sub-CLINs 0001ABA, 0002ABA (Continuing Child Case Management Responsibility for Specialized Family Based Foster Care, should the Offeror propose CLINs 0001AB and 0002AB (Specialized Family Based Foster Care) for the following periods:

Base Period: April 1, 2004 through March 31, 2005
Option Period: April 1, 2005 through March 31, 2006

L.2.1.8.1.4 The Offeror's price proposal shall also provide a price per day for Sub-CLINs 0001ABB, 0002ABB (Continuing Family Case Management Responsibility for Specialized Family Based Foster Care), should the Offeror propose CLINs 0001AB and 0002AB (Specialized Family Based Foster Care) for the following periods:

Base Period: April 1, 2004 through March 31, 2005
Option Period: April 1, 2005 through March 31, 2006

L.2.1.8.1.5 (Optional) The Offeror's price proposal shall propose daily rates per child for CLINs 0001AC, 0002AAC(Adoption Services). Offerors may not propose Adoptions Services unless they propose the CLINs and Sub-CLINs for either Traditional Family Based Foster Care Services (CLINS 0001AA and 0002AA) and Continuing Child Case Management Responsibility for Traditional Family Based Foster Care and Continuing Family Case Management Responsibility for Traditional Family Based Foster Care (Sub-CLINs 0001AAA, 0002AAA and 0001AAB, 0002AAB) and/or Specialized Family Based Foster Care Services (CLINs 0001AB, 0002AB) Continuing Child Case Management Responsibility for Specialized Family Based Foster Care and Continuing Family Case Management Responsibility for Specialized Family Based Foster Care (Sub-CLINs 0001ABA, 0002ABA and 0001ABB and 0002ABB) (Specialized Family Based Foster Care Services the following periods:

Base Period: April 1, 2004 through March 31, 2005
Option Period: April 1, 2005 through March 31, 2006

L.2.1.8.2 The Offeror shall provide a price and a detailed budget for the services it proposes. The Offeror must complete the detailed budget for specified in Attachment J.4. The detailed budget is required to determine the reasonableness of the Offeror's technical approach to perform the requirements set forth in the RFP.

L.2.1.8.3 The Offeror shall provide separate price proposals with daily rates for children for the applicable service categories for:

L.2.1.8.3.1 Traditional family Based Foster Care
(Including Continuing Child and Family Case Management)

L.2.1.8.3.2 Specialized Family Based Foster Care
(Including Continuing Child and Family Case Management)

L.2.1.8.3.3 Adoption Services (if proposed)

L.3 PROPOSAL SUBMISSION DATE AND TIME, AND LATE SUBMISSIONS, LATE MODIFICATIONS, AND LATE WITHDRAWALS

L.3.1 Proposal Submission

Proposals must be submitted no later than **4:00 o'clock p.m.** local time on **January 15, 2004**. Proposals, modifications to proposals, or requests for withdrawals that are received in the designated District office after the exact local time specified above, are "late" and shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:

L.3.1.1 The proposal or modification was sent by registered or certified mail not later than the fifth (5th) calendar day before the date specified for receipt of offers;

L.3.1.2 The proposal or modification was sent by mail and it is determined by the Contracting Officer that the late receipt at the location specified in the solicitation was caused solely by mishandling by the District.

L.3.1.3 The bid is the only bid received.

L.3.2 Postmarks

The only acceptable evidence to establish the date of a late proposal, late modification or late withdrawal sent either by registered or certified mail shall be a U.S. or Canadian Postal Service postmark on the wrapper or on the original receipt from the U.S. or Canadian Postal Service. If neither postmark shows a legible date, the proposal, modification or request for withdrawal shall be deemed to have been mailed late. When the postmark shows the date but not the hour, the time is presumed to be the last minute of the date shown. If no date is shown on the postmark, the proposal shall be considered late unless the Offeror can furnish evidence from the postal authorities of timely mailing.

L.3.3 Late Modifications

A late modification of a successful proposal, which makes its terms more favorable to the District, shall be considered at any time it is received and may be accepted.

L.3.4 Late Proposals

A late proposal, late modification or late request for withdrawal of an offer that is not considered shall be held unopened, unless opened for identification, until after award and then retained with unsuccessful offers resulting from this solicitation.

L.4 HAND DELIVERY OR MAILING OF PROPOSALS

The Offeror may hand deliver the proposal in response to this RFP to:

Child and Family Services Agency
955 L'Enfant Plaza, SW, Suite 5200
Washington, D. C. 20024
Attention: Mr. Roscoe Wade, Contracts Manager
(202) 724-5300 (main number)

This location is the only place that proposals will be accepted.

L.5 EXPLANATION TO PROSPECTIVE OFFERORS

If a prospective Offeror has any questions relative to this solicitation, the prospective offeror shall submit the question in writing to the Contact Person, identified on page one, in writing. The prospective Offeror shall submit questions no later than **than December 17, 2003** for this solicitation. The District will furnish responses promptly to all other prospective Offerors. An amendment to the solicitation will be issued if that information is necessary in submitting offers, or if the lack of it would be prejudicial to any other prospective Offerors. Oral explanations or instructions given before the award of the contract will not be binding.

L.6 FAILURE TO SUBMIT OFFERS

Recipients of this solicitation not responding with an offer should not return this solicitation. Instead, they should advise the Office of Contracting and Procurement, Agency Contracting Officer, Child and Family Services Agency, by letter or postcard whether they want to receive future solicitations for similar requirements. It is also requested that such recipients advise the Agency Contracting Officer, Child and Family Services Agency of the reason for not submitting a proposal in response to this SOLICITATION. If a recipient does not submit an offer and does not notify the Agency Chief Contracting Officer, Child and Family Services Agency that future solicitations are desired, the recipient's name may be removed from the applicable mailing list.

L.7 PROPOSAL PROTESTS

Any actual or prospective bidder, Offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract, must file with the D.C. Contract Appeals Board (Board) a protest no later than 10 business days after the basis of protest is known or should have been known, whichever is earlier. A protest based on alleged

improprieties in a solicitation which are apparent prior to the time set for receipt of initial proposals shall be filed with the Board prior to bid opening or the time set for receipt of initial proposals. In procurements in which proposals are requested, alleged improprieties which do not exist in the initial solicitation, but which are subsequently incorporated into this solicitation, must be protested no later than the next closing time for receipt of proposals following the incorporation. The protest shall be filed in writing, with the Contract Appeals Board, 717 14th Street, N.W., Suite 430, Washington, D.C. 20004. The aggrieved person shall also mail a copy of the protest to the Contracting officer for the solicitation.

L.8 SIGNING OF OFFERS

The Contractor shall sign the offer and print or type its name on the Solicitation, Offer and Award form of this solicitation. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the Contracting Officer.

L.9 UNNECESSARILY ELABORATE PROPOSALS

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are **not** desired and may be construed as an indication of the Offeror's lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired

L.10 RETENTION OF PROPOSALS

All proposal documents will be the property of the District and retained by the District, and therefore will not be returned to the Offerors.

L.11 PROPOSAL COSTS

The District is not liable for any costs incurred by the Offerors' in submitting proposals in response to this solicitation.

L.12 ACKNOWLEDGMENT OF AMENDMENTS

The offeror shall acknowledge receipt of any amendment to this solicitation by (a) signing and returning the amendment; (b) by identifying the amendment number and date in the space provided for this purpose in Section K of the solicitation; or (c) by letter or telegram including mailgrams. The District must receive the acknowledgment by the date and time specified for receipt of offers. Offerors' failure to acknowledge an amendment may result in rejection of the offer.

L.13 ACCEPTANCE PERIOD

The offeror agrees that its offer remains valid for a period of 180 days from the solicitation's closing date.

L.14 RESERVED

L.15 PRE-PROPOSAL CONFERENCE

There will be a pre-bidder's conference to **be held on December 16, 2003** for all interested parties. The location and time for the pre-bidder's conference shall be as follows:

Location: General Services Administration Building 7th & D Street, SW
Washington, DC 20024 (Auditorium)

Date: December 16, 2003

Time: 1:00 PM

Nature of Discussions: All technical and procedural questions submitted in compliance with the requirements of the RFP will be addressed at the conference. Additional questions, which may be posted at the conference, will be accepted, and CFSA will attempt to provide written answers by December 24, 2003. Offerors are cautioned that oral responses are not binding on CFSA.

Impromptu questions will be permitted and spontaneous answers will be provided at the District's discretion. Verbal answers given at the pre-bid conference are only intended for general discussion and do not represent the Department's final position. All oral questions must be submitted in writing following the close of the pre-bid conference but no later than five working days after the pre-bid conference in order to generate an official answer. Official answers will be provided in writing to all prospective bidders who are listed on the official bidder's list as having received a copy of the solicitation.

L.16 BEST AND FINAL OFFERS

If, subsequent to receiving original proposals, negotiations are conducted, all Offerors within the competitive range will be so notified and will be provided an opportunity to submit written best and final offers at the designated date and time. Best and Final Offers will be subject to Late Submissions, Late Modifications and Late Withdrawals of Proposals provision of the solicitation. After receipt of best and final offers, no discussions will be reopened unless the Contracting Officer determines that it is clearly in the Government's best interest to do so, e.g., it is clear that information available at that time is inadequate to reasonably justify Contractor selection and award based on the best and final offers received. If discussions are reopened, the Contracting Officer shall issue an additional request for best and final offers to all Offerors still within the competitive range.

L.17 LEGAL STATUS OF OFFEROR

Each proposal must provide the following information:

L.17.1 Name, Address, Telephone Number, Federal tax identification number and DUNS Number of Offeror;

- L.17.2** District of Columbia, if required by law to obtain such license, registration or certification. If the Offeror is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the offer shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and
- L.17.3** If the Offeror is a partnership or joint venture, names of general partners or joint ventures, and copies of any joint venture or teaming agreements.
- L.17.4** The District reserves the right to request additional information regarding the Offeror's organizational status.

L.18 STANDARDS OF RESPONSIBILITY

The prospective Contractor must demonstrate to the satisfaction of the District the capability in all respects to perform fully the contract requirements, therefore, the prospective Contractor must submit the documentation listed below, within five (5) days of the request by the District.

- L.18.1** Furnish evidence of adequate financial resources, credit or the ability to obtain such resources as required during the performance of the contract.
- L.18.2** Furnish evidence of the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
- L.18.3** Furnish evidence of the necessary organization, experience, accounting and operational control, technical skills or the ability to obtain them.
- L.18.4** Furnish evidence of compliance with the applicable District licensing, tax laws and regulations.
- L.18.5** Furnish evidence of a satisfactory performance record, record of integrity and business ethics.
- L.18.6** Furnish evidence of the necessary production, construction and technical equipment and facilities or the ability to obtain them.
- L.18.7** If the prospective Contractor fails to supply the information requested, the Contracting Officer shall make the determination of responsibility or non-responsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the Contracting Officer shall determine the prospective Contractor to be non-responsible.

L.19 FAMILIARIZATION WITH CONDITIONS

Contractors shall thoroughly familiarize themselves with the terms and conditions of this solicitation, acquainting themselves with all available information regarding difficulties

which may be encountered and the conditions under which the work is to be accomplished. Contractors will not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

L.20 OFFERS SUBMISSION OF CERTIFICATION

Any vendor seeking to submit a bid or proposal as a small business enterprise (SBE) in response to this solicitation must submit one of the following at the time of, as part of its bid or proposal:

L.20.1 A copy of the SBE letter of certification from the Local Business Opportunity Commission (LBOC); or

L.20.2 A copy of the sworn notarized Self-Certification Form prescribed by the LBOC along with an acknowledgement letter issued by the Director of the LBOC.

L.20.3 Bids or proposals from vendors that are not certified as small business enterprises through one of the means described in subparagraphs (a) or (b) of this clause will not be considered. Bidders or Offerors must submit the required evidence of certification or self-certification at the time of submission of bids or proposals.

L.20.4 Attachment J.6 contains the Self-Certification Package.

L.20.4.1 In order to be eligible to submit a bid or proposal, or to receive any preferences under this solicitation, any vendor seeking self-certification must complete and submit the forms to:

Office of Local Business Development
ATTN: LSDBE Certification Program
441 Fourth Street, N.W., Suite 970N
Washington, DC 20001

L.20.4.2 All vendors are encouraged to contact the Local, Small and Disadvantaged Business Enterprises Certification Program at (202) 727-3900 if additional information is required on certification procedures and requirements.

L 21.1 Penalties for Misrepresentation

Any material misrepresentation on the sworn notarized self-certification form could result in termination of the contract, the contractor's liability for civil and criminal action in accordance with the Act, and other District laws, including debarment.

L.21.2 SBE Joint Ventures

A joint venture between a small business enterprise (as defined under Section 2(6) of the Act and implementing regulations) and another entity shall be eligible to submit a bid or proposal in response to this SBE set-aside solicitation if the joint venture is certified by

the LBOC under the provisions of 27 DCMR 817, 39 DCR 9072-9075 (December 4, 1992) or is self-certified under 27 DCMR 818, 39 DCR 9075-9076 (December 4, 1992).

L.21.2.1 The LBOC shall certify a joint venture when a SBE affiliates itself with another entity to form a joint venture for a SBE set-aside solicitation if:

L.21.2.1.1 The non-SBE partner demonstrates to the LBOC that its size does not exceed the size limitations set forth in the Act; or

L.21.2.1.2 The LBOC determines that the certification of the joint venture with an entity exceeding the size limitation of the Act would not be detrimental to the SBE set-aside program.

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******END OF SECTION L******

PART IV – REPRESENTATIONS AND INSTRUCTIONS**SECTION M****EVALUATION FACTORS****TABLE OF CONTENTS**

<u>CLAUSE NO.</u>	<u>CLAUSE TITLE</u>	<u>PAGE NO.</u>
M.1	EVALUATION FOR AWARD	131-132
M.2	TECHNICAL RATING	132
M.3	EVALUATION CRITERIA	132-145

SECTION M - EVALUATION FACTORS**M.1 EVALUATION FOR AWARD**

CFSA intends to award multiple contracts to the responsible offerors whose offer is most advantageous to the District, based upon the evaluation criteria specified below. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of the award. Rather, the total scores will guide the District in making an intelligent award decision based upon the evaluation criteria.

M.1.1 Contract Awards and Selections

The District anticipates awarding ***multiple*** contract(s) resulting from this solicitation to the responsible Offerors whose offers conform to the Solicitation and are evaluated to be the best value to the District considering price, technical and other factors, specified elsewhere in this Solicitation. The number of contracts awarded will be based on the receipt of proposals evaluated and determined to be the most advantageous to the District utilizing the evaluation criteria set forth in Section M. Offerors may propose all of the Contract Line Items specified in Section B of the Solicitation, ***except that Adoption Services may not be proposed without having proposed all of other the line items set forth in Section B of the RFP.*** An Offeror must propose the subCLINS that apply to the line items for which it is bidding. The District anticipates awarding contracts up to the maximum quantity specified in this Solicitation. The resulting contracts will be Indefinite Quantity Indefinite Delivery (“IDIQ”) contracts; therefore, the Districts’ minimum guarantee to any Offeror awarded a contract resulting from this Solicitation shall be only \$1000.00. **An Offeror shall be licensed** as a child-placement agency in the District of Columbia, or shall submit evidence at the time of proposal submission that it has submitted a complete application for such licensure to the District Department of Health.

M.1.2 The District may award contracts up to the maximum quantity specified by each Contract Line Item set forth in Section B of the Solicitation. The contracts will be awarded based on the Offerors whose proposals are deemed to score the highest combined score for price, technical, past performance and other factors, specified in the Solicitation. The District will select Offerors based on best value evaluation of the proposals until the District’s maximum quantity for each Contract Line Item has been met by proposals meeting the District’s requirements. Offeror’s shall propose no less than the minimum quantity or no more than the maximum quantity specified for any Contract Line Item as set forth in Section B Price Schedule. The Offeror’s proposals will be evaluated separately and independently by separate technical and price evaluation teams who will score the proposals in accordance with the evaluation criteria set forth in the Solicitation. Based on the evaluation, proposals will be ranked considering the highest combined score of technical, price, past performance and other factors specified in the Solicitation. The Offeror with the highest ranking score will be presumed to be awarded a contract based on the quantity/slots proposed by that Offeror for family based foster care services or for family-based foster care and adoption services proposed by the Offeror, then the second highest ranking Offeror will be awarded a contract based on the quantity/slots proposed

for those types services proposed by that Offeror, and continuing on until all of the District's maximum requirements for family based foster care services and adoption services have been awarded.

Should an Offeror be selected and the number of slots available for award is less than the amount that the Offeror proposed due to the selection of proposals that were higher ranking, then the Offeror will be asked to confirm that the proposed unit price is still valid based on the lower number of slots available for award.

M.2 TECHNICAL RATING

The Technical Rating Scale is as follows:

<u>Numeric Rating</u>	<u>Adjective</u>	<u>Description</u>
0	Unacceptable	Fails to meet minimum requirements; major deficiencies which are not correctable.
1	Poor	Marginally meets minimum requirements; significant deficiencies which may be correctable.
2	Acceptable	Meets requirements; only minor deficiencies which are correctable.
3	Good	Meets requirements; no deficiencies.
4	Excellent	Exceeds most, if not all requirements; no deficiencies.

For example, if a sub factor has a point evaluation of 0 to 6 points, and (using the Technical Rating Scale) the District evaluates as "good" the part of the proposal applicable to the sub factor, the score for the sub factor is 4.8 (4/5 of 6). The sub factor scores will be added together to determine the score for the factor level.

M.3 EVALUATION CRITERIA

Selection of Offerors for contract awards will be based on an evaluation of proposals against the following factors:

M.3.1 MANAGEMENT/TECHNICAL CRITERIA (Maximum 55 Points)

Proposals for Traditional Family Based Foster Care Services and Specialized Foster Care Services will be evaluated and awarded separately. Offerors also proposing Adoption Services as part of their continuum of child welfare services will receive additional evaluation points. Offerors are required to include Continuing Child Case Management and Continuing Family Case Management Services within their proposals for either or both of the two types of foster care services they propose. Offerors may propose one or all requirements. The Sub-factors and weighting for all services are set forth below:

M.3.1.1 TRADITIONAL FAMILY BASED FOSTER CARE (CLINs 0001AA and 0002AB).

(A) Sub-Factor 1 – Background and Understanding**(Section L.2.1.6.1.1 through L.2.1.6.1.1.4)**

The Offeror must demonstrate a full understanding of the issues affecting the general practice of child welfare, and of the specific issues affecting the practice of child welfare in the Washington DC Metropolitan area. The Offeror shall show evidence of its familiarity with and understanding of local and federal statutes governing child welfare and an understanding of the Modified Final Order and Implementation Plan that govern CFSA.

- (1) Evidence of understanding of child welfare
- (2) Evidence of knowledge of specific issues affecting child welfare in the Washington, DC Metropolitan Area
- (3) Evidence of familiarity with local and federal statutes and the Modified Final Order

(B) Sub-Factor 2 – Service Delivery System**(Sections L.2.1.6.1.2 through L.2.1.6.1.3.3)**

The Offeror must provide evidence that its services reflect the principles of care that guide CFSA practice and are expected of all Offerors. The Offeror shall delineate the range of population that it proposes to serve, and explain how its choices respond to CFSA need; demonstrate that it has linkages to the geographical areas of greatest need and connections with community based service networks and collaboratives in Washington, DC and surrounding jurisdictions if it currently has or anticipates having children placed outside of the District. The Offeror shall also provide evidence of its linkages with and/or ability to access the core service and sub-specialty agencies of the District's Department of Mental Health System of Care.

The Offeror must demonstrate the range, capacity and qualifications of its foster homes; provide evidence that it effectively recruits, trains, licenses and retains foster homes; provides foster parents with respite services; and maintains current licensure of homes with children placed in them. The Offeror shall identify and/or describe the curriculum it uses to train prospective foster families. The Offeror shall also discuss the locations of its current homes and demonstrate how it will increase the number and/or proportion of its foster homes in the District of Columbia.

Additionally, the Offeror must provide evidence of its capacity for the full range of case management services, including continuing case management services provided to children and/or families when the child is no longer placed in the Offeror's foster home; demonstrate the adequacy of its approach for meeting the practice outcomes, standards and benchmarks outlined in the Court Modified Final Order and Implementation Plan; discuss its accessibility and responsiveness to identified placement needs, its matching process, and compliance with ICPC requirements when children are placed across state lines; and demonstrate the integration of CFSA's core processes into the Offeror's case management approach (family engagement, especially at critical decisionmaking points in the case; child and family case planning; case transfers; placement staffings; administrative reviews; achieving permanency; visitation; maintaining community connections; discharge planning; aftercare services; and meeting children's basic needs.

- 1) Evidence that CFSA's principles of care guide Offeror's case management practices
- 2) Range of Population of Served (**L.2.1.6.1.3.2**)
- 3) Linkages with community-based service networks, collaborative, and DC Department of Mental Health core services system (**L.2.1.6.1.4.2**)

- 4) Foster Homes (**L.2.1.6.1.5**)
 - a) General and emergency capacity (**L.2.1.6.1.5.1**)
 - b) Recruitment, training, and licensure processes for foster homes (**L.2.1.6.1.5.3**)
 - c) Retention of Licensed Foster Families (**L.2.1.6.1.5.4**)
 - d) Emergency Foster Homes (**L.2.1.6.1.5.5**)
 - e) Respite Services and Capacity (**L.2.1.6.1.5.6**)
- 5) Case Management (**L.2.1.6.1.6**)
 - a) Admission and Placement (**L.2.1.6.1.6.1**)
 - b) Case Transfers (**L.2.1.6.1.6.2**)
 - c) Integration of core processes into case management approach, including family engagement, child and family case planning, case transfers, administrative reviews, placement staffings, achieving permanency, visitation, maintaining community connections, discharge planning, aftercare serviced, and meeting children's basic needs. (**L.2.1.6.1.6.3 through L.2.1.6.1.6.7.5**)

(C) Sub-Factor 3 – Management, Staffing and Administration
(Section L.2.1.6.3)

The Offeror must demonstrate the adequacy of its executive oversight and administrative support for program operations; provide a viable staffing pattern for effective delivery of foster care services, including qualified case management, supportive services, and executive/administrative staff and program consultants; and establish staff: client ratios that meet the MFO/IP standards. In addition, the Offeror must provide and/or make available appropriate pre-service and in-service training for program staff; and demonstrate that its retention strategies enable it to maintain a stable staff. The Offeror shall also demonstrate that its location, facilities and equipment are adequate for the operation of the proposed child welfare services.

- 1) Executive Oversight (**L.2.1.6.3.1.1**)
- 2) Administrative Support (**L.2.1.6.3.1.2**)
- 3) Organizational structure, staffing pattern and staff: client ratio
 - a) Qualifications of proposed staff (Executive oversight, administrative support, case management, supervisory, supportive services, consultants)
 - b) Adequacy of proposed pre-service and in-service training for case management staff, including supervisors, and supportive services staff
 - c) Staff retention strategies and staff stability

(D) Sub-Factor 4 –Data Collection, Reporting and Performance Measurement
(Section L.2.1.6.2 through L.2.1.6.2.2)

The Offeror shall demonstrate its capacity for meeting the outcomes and practice benchmarks in the MFO/IP; demonstrate that its technology, including hardware, software, and user support and training resources, are sufficient and reliable; and provide evidence of the integration of the FACES management information system into its case management practice, its data collection and reporting, and its system of performance measurement and quality improvement.

- (1) Strategies for meeting IP outcomes and practice benchmarks

- (2) Evidence of the use of FACES data for quality improvement
- (3) Data Collection methods, analysis and reporting

M.3.1.2 Adoption Services (Optional) (CLIN 0001AC and 0002AC). (Total points 10)
(Section L.2.6.1.6.8)

The Offeror shall demonstrate that its capacity for adoption services enhances its ability to ensure that the children in its care receive permanent homes. The Offeror shall demonstrate it will provide a sufficient number of qualified staff to recruit, license and support pre-adoptive homes, and that it will successfully place children for whom it has case management responsibility into permanent homes within the timeframes established in the MFO/IP.

- 1) Demonstrated capacity for adoption services
- 2) Number and qualifications of adoption staff, and staff: client ratios
Effectiveness and timeliness of proposed adoption services

M.3.1.3 SPECIALIZED FAMILY-BASED FOSTER CARE SERVICES (Total points 55)
(CLINs 0001AB and 0002AB)

(A) Sub-Factor 1 – Background and Understanding
(Section L.2.1.6.2 through L.2.1.6.2.3.2)

The Offeror must demonstrate that a full understanding of the issues affecting the general practice of child welfare, and of the specific issues affecting the practice of child welfare for children with special needs in the Washington DC Metropolitan area. The Offeror shall show evidence of its familiarity with and understanding of local and federal statutes governing child welfare and an understanding of the Modified Final Order and Implementation Plan that govern CFSA.

- (1) Evidence of understanding of child welfare **(L.2.1.6.2.1)**
- (2) Evidence of knowledge of specific issues affecting child welfare in the Washington, DC Metropolitan Area for children with special needs
(L.2.1.6.2.3)
- (3) Evidence of familiarity with local and federal statutes and the Modified Final Order and Implementation Plan **(L.2.1.6.2.3.1 and L.2.1.6.2.3.2)**

(B) Sub-Factor 2 – Service Delivery System
(Section L.2.1.6.2.2 through L.2.1.6.2.2.1.4)

The Offeror must provide evidence that its services reflect the principles of care that guide CFSA practice and is expected of all Offerors. The Offeror shall delineate the range of populations with special needs that it proposes to serve, and explain how its choices respond to CFSA need; demonstrate that it has linkages to the geographical areas of greatest need and connections with community based service networks and collaboratives in Washington, DC and surrounding jurisdictions if it currently has or anticipates having children placed outside of the District. The Offeror shall also provide evidence of its linkages with and/or ability to access the core service agencies of the District's Department of Mental Health.

The Offeror must demonstrate the range, capacity and qualifications of its specialized foster homes; provide evidence that it effectively recruits, trains, licenses and retains specialized foster homes; provides specialized foster parents with respite services; and maintains current licensure of specialized foster homes with children placed in them. The

Offeror shall also discuss the locations of its current specialized foster homes and demonstrate how it will increase the number and/or proportion of such foster homes in the District of Columbia.

Additionally, the Offeror must provide evidence of its capacity for the full range of case management and clinical services for children with special needs, including continuing case management services provided to children and families when the child is no longer placed in the Offeror's foster home; demonstrate discuss the adequacy of its case management and clinical approaches for meeting the practice outcomes, standards and benchmarks outlined in the Court Modified Final Order and Implementation Plan; discuss its accessibility and responsiveness to CFSA's need for specialized placements for children; demonstrate the efficacy and appropriateness of its clinical model for the children it proposes to serve; and demonstrate the integration of CFSA's core processes into the Offeror's case management approach.

- 1) Evidence that principles of care guide Offeror's case management practices **(L.2.1.6.2.6)**
- 2) Range of Population of Served **(L.2.1.6.2.3)**
- 3) Linkages with community-based service networks, collaboratives, and the DC Department of Mental Health system of care, including core services and sub-specialty agencies. **(L.2.1.6.2.4.2)**
- 4) Specialized Foster Homes **(L.2.1.6.2.5)**
 - a) General and emergency capacity **(L.2.1.6.2.5.1 and L.2.1.6.2.5.5)**
 - b) Recruitment, training, licensure and retention processes for specialized foster homes **(L.2.1.6.2.5.3 and L.2.1.6.2.5.4)**
 - c) Respite service and capacity **(L.2.1.6.2.5.6)**
- 5) Case Management **(L.2.1.6.2.6)**
 - a) Admission and Placement **(L.2.1.6.2.6.1)**
 - b) Case Transfers **(L.2.1.6.2.6.2)**
 - c) Integration of core processes into case management approach, including placement staffings, child and family case planning, case transfers, administrative reviews, achieving permanency, visitation, maintaining community connections, discharge planning, aftercare services, and meeting Children's basic needs. **(L.2.1.6.2.6.4 through L.2.1.6.2.6.6)**
- 6) Therapeutic Services **(Section L.2.1.6.1.6.7 through L.2.1.6.6.7.5)**
 - a) Theoretical Framework **(L.2.1.6.6.7)**
 - b) Expected Results **(L.2.1.6.6.7.1)**
 - c) Assessment and Treatment Planning **(L.2.1.6.6.7.2)**
 - d) Clinical Interventions **(L.2.1.6.6.7.4)**
 - e) Reducing the Intensity of Services **(L.2.1.6.6.7.5)**
 - f) Adequacy of assessment, planning, and treatment services **(L.2.1.6.6.7.2)**
 - g) Viability of strategies for reducing intensity of treatment services **(L.2.1.6.6.7.5)**

(C) Sub-Factor 3 – Management, Staffing and Administration
(Section L.2.1.6.1.6.9 through L.2.1.6.1.6.14)

The Offeror must demonstrate the adequacy of its executive oversight and administrative support for program operations; provide a viable staffing pattern for effective delivery of foster care services, including qualified case management and clinical staff and consultants, supportive services staff and executive/administrative staff. The Offeror shall establish that its staff: client ratios meet the MFO/IP standards. In addition, the Offeror must provide and/or make available appropriate pre-service and in-service training for program staff; and demonstrate that its retention strategies enable it to maintain a stable staff. The Offeror shall also demonstrate that its location, facilities and equipment are adequate for the operation of the proposed child welfare services.

- 1) Adequacy of management, administrative and fiscal support (**L.2.1.6.1.6.9.1 and L.2.1.6.1.6.9.2**)
- 2) Staffing (**L.2.1.6.1.6.10 through L.2.1.6.1.6.14**)
 - a) Organizational structure, staffing pattern and staff: client ratio
 - b) Qualifications of proposed staff (Executive oversight, administrative support, case management, clinical, supportive services, consultants)
 - c) Adequacy of proposed pre-service and in-service training for case management and clinical staff, including supervisors, and for supportive services staff
 - d) Staff retention strategies and staff stability

(D) Sub-Factor 4 –Data Collection, Reporting and Performance Measurement
(Section L.2.1.6.1.6.8.1)

The Offeror shall demonstrate its capacity for meeting the outcomes and practice benchmarks in the MFO/IP; demonstrate that its technology, including hardware, software, and user support and training resources, are sufficient and reliable; and provide evidence of the integration of the FACES management information system into its case management practice, its data collection and reporting, and its system of performance measurement and quality improvement.

- (1) Strategies for meeting IP outcomes and practice benchmarks
- (2) Evidence of the use of FACES data for quality improvement
- (3) Data Collection methods, analysis and reporting

M.3.1.4 Adoption Services (Optional) (CLINs 0001AC and 0002AC). (Total points 10)
(Section L.2.1.6.1.6.8)

The Offeror shall demonstrate that its capacity for adoption services for children with special needs enhances its ability to ensure that these children receive permanent homes. The Offeror shall demonstrate it will provide a sufficient number of qualified staff to recruit, license and support pre-adoptive homes for children with special needs, and that it will successfully place children with special needs for whom it has case management responsibility into permanent homes within the timeframes established in the MFO/IP.

- 1) Demonstrated capacity for adoption services for children with special needs
- 2) Number and qualifications of adoption staff, and staff: client ratios
- 3) Effectiveness and timeliness of proposed adoption services for children with special needs

M.3.2 PAST PERFORMANCE CRITERIA

(10 Points)

Sub-Factor 1 - Past Performance Rating – The Offeror must provide references for each government agency for which it has previously provided family based care services. The reference information shall include, the name, title, phone number, fax number, e-mail address of a program manager of the agency knowledgeable about the services the Offeror provided. In addition, the Offeror shall provide the period of performance, the number of children served and a description of the services provided. CFSA shall have the right to contact the named references and any other reference that it may find regarding the Offeror (**Section L.2.1.7**).

M.3.3 PRICE CRITERIA

(25 Points)

The price evaluation will be objective. The Offeror with the lowest unit price for that Item Number will receive the maximum price points. All other proposals will receive a proportionately lower total score. The following formula will be used to determine each Offeror's evaluated price score (**Section L.2.1.8**):

$$\frac{\text{Sum of the unit prices for the base period and all option years of the lowest priced offeror}}{\text{Sum of the unit prices for the base period and all option years of the offeror being evaluated}} \times 25 = \text{Evaluated Price Score}$$

M.3.3.1 Traditional Family Based Foster Care (CLINs 0001AA and 0002AA), Continuing Child Case Management Responsibility for Traditional Family Based Foster Care (Sub-CLINs 001AAA and 0002AAA) and Continuing Family Case Management Responsibility for Traditional Family Based Foster Care (Sub-CLINs 0002AAB and 0002AAB)

CFSA will apply the formula set forth below in evaluating the combined pricing for CLINs (0001AA and 0002AA) Traditional Family Based Foster Care Services and Sub-CLINs (0001AAA and 0002AAA) Continuing Child Case Management Responsibility for Traditional Family Based Foster Care and Sub-CLINs (0001AAB and 0002AAB) Continuing Family Case Management Responsibility for Traditional Family Based Foster Care: (**Sections L.2.1.8.1.1 and L.2.1.8.1.2**)

$$\frac{\text{Sum of the unit prices for the base period and all option years of the lowest priced offeror}}{\text{Sum of the unit prices for the base period and all option years of the offeror being evaluated}} \times 25 = \text{Evaluated Price Score}$$

M.3.3.2 Specialized Family Based Foster Care (CLINs 0001AB and 0002AB), Continuing Child Case Management Responsibility for Specialized Family Based Foster Care (Sub-CLINs 001ABA and 0002ABA) and Continuing Family Case Management Responsibility for Specialized Family Based Foster Care (Sub-CLINs 0001ABB and 0002ABB)

CFSA will apply the formula set forth below to in evaluating the combined pricing for CLINs (0001AB and 0002AB) Specialized Family Based Foster Care Services and Sub-CLINs (0001ABA and 0002ABA) Continuing Child Case Management Responsibility for Specialized Family Based Foster Care and Sub-CLINs (0001ABB and 0002ABB)

Continuing Family Case Management Responsibility for Specialized Family Based Foster Care: **(Sections L.2.1.8.1 and L.2.1.8.1.3):**

Sum of the unit prices for the base period and all option years
of the lowest priced offeror

$$\frac{\text{Sum of the unit prices for the base period and all option years of the offeror being evaluated}}{\text{X 25 = Evaluated Price Score}}$$

M.3.3.3 (Optional) Adoption Services (CLINs 0001AC and 0002AC)

CFSA will apply the formula set forth below to in evaluating the pricing for Adoption Services **(Section L.2.1.8.1.4)**

Sum of the unit prices for the base period and all option years
of the lowest priced offeror

$$\frac{\text{Sum of the unit prices for the base period and all option years of the offeror being evaluated}}{\text{X 25 = Evaluated Price Score}}$$

CFSA will evaluate option pricing equally as base year pricing for this RFP since it is anticipated that CFSA will exercise the option. **(See Section L.2.1.8)**

In addition, CFSA will determine responsibility after it completes the evaluation of the proposals but before it awards the contracts.

M.3.4 PREFERENCE

(12 Points)

A. CLAUSES APPLICABLE TO ALL OPEN MARKET SOLICITATIONS

1. Preference for Local, Disadvantaged Businesses, Resident Business Ownerships or Business Operating in an Enterprise Zone

a. General Preferences

Under the provisions of D.C. Law 13-169, "Equal Opportunity for Local, Small or Disadvantaged Business Enterprise Amendment Act of 2000" (the Act), the District shall apply preferences in evaluating bids or proposals from business that are local, disadvantaged, resident business ownership or located in an enterprise zone of the District of Columbia.

For evaluation purposes, the allowable preferences under the Act for this procurement are as follows:

- 1) Four percentage reduction in the bid price or the addition of four points on a 100-point scale for a local business enterprise (LBE) certified by the Local Business Opportunity Commission (LBOC);
- 2) Three percent reduction in the bid price or the addition of three points on a 100-point scale for a disadvantaged business enterprise (DBE) certified by the LBOC;

3) Three percent reduction in the bid price or the addition of three points on a 100-point scale for a resident business ownership (RBO), as defined in Section 2(a) (8A) of the Act, and certified by the LBOC; and

4) Two percent reduction in the bid price or the addition of two points on a 100-point scale for a business located in an enterprise zone, as defined in Section 2(5) of D.C. Law 12-268 and 27 DCMR 899, 39 DCR 9087-9088 (December 4, 1992)

Any prime contractor that is a LBE certified by the LBOC will receive a four percent (4%) reduction in the bid price for a bid submitted by the LBE in response to an Invitation for Bids (IFB) or the addition of four points on a 100-point scale added to the overall score for proposals submitted by the LBE in response to a Request for Proposals (RFP)

Any prime contractor that is a DBE certified by the LBOC will receive a three percent (3%) reduction in the bid price for a bid submitted by the DBE in response to an IFB or the addition of three points on a 100-point scale added to the overall score for proposals submitted by the DBE in response to a RFP.

Any prime contractor that is a RBO certified by the LBOC will receive a three percent (3%) reduction in the bid price for a bid submitted by the RBO in response to an IFB or the addition of three points on a 100 point scale added to the overall score for proposals submitted by the RBO in response to a RFP.

Any prime contractor that is a business enterprise located in an enterprise zone will receive a two percent (2%) reduction in the bid price for a bid submitted by such business enterprise in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by the RBO in response to a RFP.

b. Preference for Subcontracting in Open Market Solicitations with No LBE, DBE, RBO Subcontracting Set-Aside

The preferences for subcontracting in open market solicitations where there is no LBD, DBE or RBO subcontracting set-aside are as follows:

1) If the prime contractor is not a certified LBE, certified DBE, certified RBO or a business located in an enterprise zone, the District will award the above-stated preferences by reducing the bid price or by increasing the points proportionally based on the total dollar value of the bid or proposal that is designated by the prime contractor for subcontracting with a certified LBE, DBE, RBO or business located in an enterprise zone.

2) If the prime contractor is a joint venture that is not a certified LBE, certified DBE, or certified RBO joint venture, or if the prime contractor is joint venture that includes a business in an enterprise zone but such business located in an enterprise zone does not own and control at least 51% of the joint venture, the District will award the above-stated preferences by reducing the bid price or by increasing the points proportionally in the proposal based on the total dollar value of the bid or proposal that is designated by the prime contractor for a certified LBE, DBE, RBO or business located in an enterprise zone for participation in the joint venture.

For Example:

If a non-certified prime contractor subcontracts with a certified local business enterprise for a percentage of the work to be performed on an RFP, the calculation of the percentage points to be added during evaluation would be according to the following formula:

$$\frac{\text{Amount of Subcontract}}{\text{Amount of Contract}} \times 4 = \text{Points Awarded During Evaluation of LSDBE Subcontracting}$$

* Note: Equivalent of four (4) points on a 100-point scale

The maximum total preference under the Act for this procurement is twelve (12%) for bids submitted in response to an IFB or the equivalent of twelve (12) points on a 100-point scale for proposals submitted in response to a RFP. Any prime contractor receiving the full bid price reduction or point addition to its overall score for a particular preference will not receive any additional bid price reduction or points for further participation on a subcontracting level for that particular preference.

However, the prime contractor will receive a further proportional bid price reduction or point addition on a different preference for participation on a subcontracting level for the different preference. For example, if a LBE prime contractor receives the four percent bid price reduction or the equivalent of four points on a 100-point scale, the LBE prime contractor does not receive a further price reduction of additional points if such contractor proposes subcontracting with an LBE. However, if this same LBE prime contractor proposes subcontracting with a DBE, the LBE prime contractor receives a further proportional bid price reduction or point addition for the DBE participation on the subcontracting level.

c. Preference for Open Market Solicitation with LBE, DBE or RBO Subcontracting Set Aside

If the solicitation is an open market solicitation with a LBE, DBE or RBO subcontracting set-aside, the prime contractor will receive the LBE, DBE or RBO preferences only if it is a certified BLE, DBE or RBO. There shall be no preference awarded for subcontracting by the prime contractor with a LBE, DBE or RBO, even if the prime contractor proposes LBE, DBE or RBO, subcontracting above the subcontracting levels required by the solicitation.

However, the prime contractor shall be entitled to the full preference for businesses located in an enterprise zone if it is a business located in an enterprise zone or a proportional preference if the prime contractor subcontracts with a business located in an enterprise zone.

The maximum total preference under the Act for this procurement is twelve percent (12%) for bids submitted in response to an IFB or the equivalent of twelve (12) points on a 100-point scale for proposals submitted in response to a RFP.

d. Preferences for certified Joint Ventures Including Local or Disadvantaged Businesses or Resident Business Ownerships

When a LBOC-certified joint venture includes a local business enterprise (LBE), disadvantaged business enterprise (DBE) or a resident business ownership (RBO), and

the LBE, DBE or RBO owns and controls at least fifty-one (51%) of the venture, the joint venture will receive the preferences as if it were a certified LBE, DBE or RBO.

3. Preferences for Joint Ventures Including Businesses Located Enterprise Zone

When a joint venture includes a business located in an enterprise zone and such business located in an enterprise zone owns and controls at least fifty-one (51%) of the venture, the joint venture will receive the preference as if it were a business located in an enterprise zone.

4. Vendor Submission for Preferences

Any vendor seeking to receive preferences on this solicitation must submit at the time of, and as part of its bid or proposal the following documentation, as applicable to the preference being sought;

a. Evidence of the vendor's, subcontractor's, or joint venture partner's certification or self certification as LBE, DBE or RBO, to include either:

- 1) A copy of all relevant letters of certification from the LBOC or;
- 2) A copy of any sworn notarized Self-Certification Forms prescribed by LBOC, along with any acknowledgement letter issued by the Director of The LBOC. Businesses with principal offices located outside of the District must be first certified as LBEs before qualifying for self-Certification.

b. Evidence that the vendor or any subcontractor is located in an enterprise zone.

In order for a bidder or offeror to receive allowable preferences under this solicitation, the bidder or offeror must include the relevant information as described in subparagraphs (a) and (b) of this clause, as part of its bid or proposal.

In order to receive any preferences under this solicitation, any vendor seeking self-certification must complete and submit the forms to:

Office of Local Business Development
ATTN: LSDBE Certification Program
441 Fourth Street, N.W. Suite 970N
Washington, DC 20001

All vendors are encouraged to contact the Local, Small and Disadvantaged Business Enterprise Certification Program at (202) 727-3900 if additional information is required on certification procedures and requirements.

5. Penalties for Misrepresentation

Any material misrepresentation on sworn notarized self-certification form could result in termination of the contract, the contractor's liability for civil and criminal action in accordance with the Act, D.C. Law 12-268, and other District laws, including debarment.

6. Local, Small and Disadvantaged Business Enterprise Subcontracting

- a. When a prime contractor is certified by the Office of Local Business Development as a local, small or disadvantaged business or a resident business ownership, the prime contractor shall perform at least fifty percent of the contracting effort excluding the cost of materials, goods,, and supplies with its own organization and resources, and if it subcontracts, fifty percent (50%) of the subcontracting effort excluding the cost of materials, goods and supplies shall be with certified local, small, and disadvantaged business enterprises and resident business ownerships, unless a waiver is granted by the contracting officer, with the prior approval and consent of the Director of the LBOC under the provisions of 27 DCMR 805, 39 DCR 5578-5580 (July 24, 1992)
- b. By submitting a signed bid or proposal, the prime contractor certifies that it will comply with the requirements of paragraph (a) of this clause.

A. CLAUSES APPLICABLE TO OPEN MARKET SOLICITATIONS IN WHICH THERE WILL BE LBE, DBE OR RBO SUBCONTRACTING OR SUBCONTRACTING WITH A BUSINESS LOCATED IN AN ENTERPRISE ZONE

1. Subcontracting Plan

A notarized statement detailing a subcontracting plan shall be submitted, as part of the bid or proposal, by any prime Contractor seeking a preference on the basis of proposed subcontracting with a local business enterprise (LBE), disadvantaged business enterprise (DBE), resident business ownership (RBO) or business located in an enterprise zone; and by any prime contractor responding to a solicitation in which there is a LBE, DBE or RBO subcontracting set-aside. Each subcontracting plan shall include the following:

- (a) A description of the goods and services to be provided by the LBE, DBE or RBO or business located in an enterprise zone;
- (b) If the prime contractor is seeking a preference on the basis of proposed subcontracting with a LBE, DBE, RBO or a business located in an enterprise zone, a statement of the dollar amount, by type of business enterprise, or the bid or proposal that is designated by the prime contractor for a LBE, DBE RBO or business located in an enterprise zone;
- (c) If the solicitation contains a LBE, DBE or RBO subcontracting set-aside, a statement of the dollar value, by type of business enterprise, of the bid or proposal that pertains to the subcontracts to be performed by the LBEs, DBEs, RBOs or business located in an enterprise zone;
- (d) The names and addresses of all proposed subcontractors who are LBEs, DBEs, RBOs or businesses located in an enterprise zone;
- (e) The name of the individual employed by the prime contractor who will administer the subcontracting plan, and a description of the duties of the individual;
- (f) A description of the efforts the prime contractor will make to ensure that LBEs, DBEs RBOs, or businesses located in an enterprise zone will have an equitable opportunity to compete for subcontracts;

- (g) In all subcontracts that offer further subcontracting opportunities, assurances that the prime contractor will include a statement, approved by the contracting officer, that the subcontractor will adopt a subcontracting plan similar to the subcontracting plan required by the contract;
- (h) Assurances that the prime contractor will cooperate in any studies or surveys that may be required by the contracting officer and submit periodic reports, as requested by the contracting officer, to allow the District to determine the extent of compliance by the prime contractor with the subcontracting plan.
- (i) List the type of records the prime contractor will maintain to demonstrate procedures adopted to comply with the requirements set forth in the subcontracting plan, and include assurances that the prime contractor will make such records available for review upon the District's request; and
- (j) A description of the prime Contractor's recent effort to locate LBEs, DBEs RBOs and businesses located in an enterprise zone and to award subcontracts to them.

2. Liquidated Damages

- (a) If during the performance of this contract, the contractor fails to comply with Subcontracting plan submitted in accordance with the requirements of this contract and 27 DCMR 804.9, 39DCR 5578 (July 24, 1992), and as approved by the contracting officer, the contractor shall pay to the District liquidated damages in the sum of twenty-five dollars (\$25.00) for each calendar day the contractor fails to comply with the subcontracting plan, unless the contracting officer determines that the contractor made good faith efforts to comply with the subcontracting plan in accordance with subparagraph (b) below.
- (b) Prior to assessing any liquidated damages under this provision, the contracting officer shall issue a written notice informing the contractor that it is not in compliance with the subcontracting plan and set forth the areas of non-compliance. The written notice from the contracting officer shall provide the contractor with ten (10) days from the date of receipt of the written notice to correct any areas of non-compliance or to demonstrate that the contractor has used good faith efforts to comply with the subcontracting plan. If the contractor fails to correct any areas of non-compliance or demonstrate good faith efforts within the ten-day period, the contracting officer shall assess liquidated damages beginning on the first day after the end of the ten-day period.
- (c) If failure to comply with the subcontracting plan is such that the contracting officer determines it to be a material breach of the contract and terminates the contract under the Default Clause of the Standard Contract Provisions, the contractor shall be liable for aforementioned liquidated damages accruing until the time the District may reasonably obtain similar goods or services.

M.3.5 TOTAL POINTS

(112 Points)

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******END OF SECTION M******